

**641—202.2(135) Letter of intent.**

**202.2(1)** Before applying for a certificate of need, the sponsor of a proposed new institutional health service or changed institutional health service shall submit a letter of intent to the department. The letter of intent shall contain the following:

1. A brief description of the proposal;
2. Project's location;
3. Its estimated cost (site costs, land improvements, facility costs, movable equipment and financing costs); and
4. An explanation of how the project will be financed.

**202.2(2)** The letter shall be submitted as soon as possible after the initiation of the applicant's planning process and in any case not less than 30 calendar days before applying for a certificate of need and before substantial expenditures are made. This 30-day waiting period shall begin upon the department's receipt of the applicant's letter of intent.

**202.2(3)** The department shall make available to each applicant any and all criteria and standards which are pertinent to a particular application. This shall be done within 15 calendar days of receipt of a letter of intent or upon request.

**202.2(4)** A letter of intent received by the department shall be valid for a period of one year from the date of receipt by the department. The sponsor may renew the validity of a letter of intent by providing written notification to the department prior to the one-year expiration date.